

OFFICE OF THE GENERAL COUNSEL  
Division of Operations-Management

MEMORANDUM OM 96-14

February 14, 1996

TO: All Regional Directors, Officers-in-Charge,  
and Resident Officers

FROM: B. Allan Benson, Acting Associate General Counsel

SUBJECT: Government Furnished Vehicles and Parking

At the present time the Agency is under the most severe budget reductions in its history. We are already operating in the field with the barest minimum of resources necessary to process elections, hearings, trials and investigations. I extend to each field staff member my thanks and great appreciation for providing the public with as much quality service as our limited resources will allow.

Although the most recent Congressional action provided the Agency with sufficient funds to avoid any furloughs prior to March 15, it will be prudent to continue to exact savings from all areas of spending both in Washington and the field in order to limit the possibility of furloughs after March 15. Several cost savings measures are being examined and will be proposed which will affect the field and headquarters.

OM 95-79 encouraged field offices to reassess their GSA car needs resulting in many offices returning some cars. That memo and other guidance also emphasized limiting field travel to that which is absolutely necessary. While these reductions are appreciated, more is required. We would like to implement two cost savings measures immediately. First, we are of the view that the number of Agency leased GSA cars should be drastically and further reduced as soon as possible. Under these circumstances, in the majority of cases retention of any GSA cars and the related leased space for parking GSA cars is not cost effective. There may be limited situations where it is clear that assigned GSA cars will be more cost effective than the use of privately owned vehicles or rental cars, but those would be limited to Regions which have experienced and would continue to expect high automobile mileage under existing constraints. For such Regions, it is anticipated that no more than one or two GSA cars would be authorized. In the event that you believe such GSA car

assignment is warranted in your Region and can be cost justified, please submit your request to your Assistant General Counsel by the close of business on February 22.<sup>1</sup> Before submitting any such proposal, please consult with the Local NLRBU and reflect their position in your submission.

Second, in addition to releasing the parking currently utilized for GSA cars, the current budget crisis requires that all other leased parking should be eliminated as soon as possible.<sup>2</sup> Annually, the Agency pays \$300,000 for parking spaces either leased commercially or through GSA. Savings from the surrender of commercially rented spaces can be realized immediately while those from GSA will take slightly longer. Again, however, the Local NLRBU should be consulted and its position included in any request for exceptions. Those should be submitted to your Assistant General Counsel by close of business on February 22. For necessary car travel that would normally involve reimbursable parking near the field office, Regions should attempt to schedule that travel so as to obviate the need for such parking to the extent practicable.<sup>3</sup>

Thank you for your continued cooperation as the Agency strives to adjust to sharply reduced funding.

B. A. B.

cc: NLRBU

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<sup>1</sup> Commercial car rental should be approved only where it is the most cost effective alternative available.

<sup>2</sup> We will not eliminate parking which currently is at no cost to the Agency. Current parking arrangements for handicapped employees will also be retained.

<sup>3</sup> However, necessary official parking expenses that are incurred during any approved travel will be reimbursed.